

## Muscogee County Schools

### Crossing Guard Substitute (556R)

#### JOB POSTING

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##### Job Details

<i>Posting ID</i>	556R			
<i>Title</i>	Crossing Guard Substitute			
<i>Description</i>	POSITION TITLE:	Crossing Guard Substitute	FLSA:	Non-Exempt
	SALARY:	\$27.04 daily	WORK DAYS:	As Needed
	LOCATION:	Security Department	REPORTS TO:	Supervisor

PRIMARY FUNCTION: The job of Crossing Guard Substitute is done for the purpose/s of providing for the safety and welfare of students in transit to and/or from school; and communicating observations and/or incidents that may impact the general well-being of students.

##### REQUIREMENTS:

1. Educational Level: High School Diploma or GED preferred.
2. Transportation: Reliable transportation to get to worksite across the district
3. Contact: Ability to be contacted via phone
4. Availability: Must be on call beginning at 5:00 a.m. on a school day basis
4. Experience: None
5. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
6. knowledge, Skills, & Abilities: Written and oral communication

##### ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.
2. Assists students, parents, staff and visitors for the purpose of providing safe access to and from assigned location.  
  
Communicates safety and security policies and enforcement procedures to students, staff and visitors ensuring their understanding of such information and potential consequences of violation.
3. Directs traffic to ensure the safety of students and other pedestrians.
4. Maintains job related equipment (e.g. stop signs, vests, street signs, etc.) ensuring availability of required items.
5. Monitors student behavior entering and exiting school grounds for the purpose of ensuring student compliance with established guidelines, and maintaining a safe and positive learning environment.
7. Participates in unit meetings, in-service training, workshops, etc. as required for the purpose of conveying and/or gathering information required to perform job functions.
8. Prepares written material (e.g. incident reports, activity logs, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
9. Refers incidents including personal injuries, altercations, suspicious activities, rule violations, etc. to appropriate site personnel ensuring follow-up in accordance with administrative, site security and student safety guidelines.
10. Report security inquiries from students and parents regarding campus security issues for the purpose of providing information, direction and/or referral for addressing inquiry.
11. Performs other duties as assigned by appropriate administrator.

<i>Shift Type</i>	Part-Time	<i>Salary Range</i>	\$27.04 to \$27.04
<i>Salary Code</i>	Per Day	<i>Jo/J Category</i>	Classified
<i>External Job Application</i>	Classified	<i>Internal Job Application</i>	Classified

Benefits include (when placed in a full time position):

- Health, Dental Insurance and Life Insurance
- Paid sick days
- Vacation -depending on type of position
- Retirement Plan
- 403B Options

To Apply:

1. Create an On-Line Account with a User name and Password

Go to our website [www.muscogee.k12.ga.us](http://www.muscogee.k12.ga.us)

- Click "Employment" on the homepage.
- o Click "Job Postings".
- e Select the job that you would like to apply for by clicking on the job or using the 'Search' field under 'Job Listings', type in the search box for a particular job.
  - o For example type in Culinary Technician job posting should appear -You may click on the Job Title for information regarding the position.
- To apply, click on 'Apply for the position' located on the right side of the screen. o If you have not completed an online application before, you will need to create a new account and apply. (This is at the bottom of the 'I am a new applicant' column on the left side of the page.)
- If you have completed an online application previously, you will need to login with the Username and Password. This information is located in the middle section of the page under the heading 'I already have a Recruit & Hire account with Muscogee County Schools'.

(If you have forgotten your logon information, you may click on "I forgot my Username or Password" to reset. This is located at the bottom of the middle column.)

- Complete the online application for the position that you are applying for. o References require a valid email address be provided for each.  
(Please note references cannot be friends, family, coworkers or neighbors.)

Click on 'SAVE & SUBMIT'.

After your online application is submitted, it will be reviewed by the Coordinator.

Once you have completed the online application:

2. Please ensure that you have the following supporting documents requested attached to application:

- Educational Requirements -Transcripts, HS Diploma/GED
- Certifications needed for the position
- Resume of Work History
- Letter of Interest for the position that you are applying for.

In order to expedite this process, documents can be uploaded to your online application, faxed to Chandra Henry or Kevin Shirley at (706) 748-2040 or delivered to

Muscogee County Public Education Center  
Human Resource Division, 2<sup>nd</sup> Floor  
Chandra Henry  
2960 Macon Road  
Columbus, Georgia 31906

If you have questions concerning the application process or needed documents, please contact Chandra Henry, Applicant Tracking Specialist @ (706) 748-2027 or Kevin Shirley at (706) 748-2079.

*The Muscogee County School District is an Equal Opportunity Employer*